

***2016-2017  
Nevada High School  
CTE End-of-Program Technical Assessments and  
Workplace Readiness Skills Assessment***

**TEST ADMINISTRATOR MANUAL**



**Nevada Department of Education**

**Office of Career Readiness, Adult Learning & Education Options**

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**TEST ADMINISTRATOR RESPONSIBILITIES**

The test administrator has responsibilities before, during, and after the scheduled test administration to guarantee the integrity of the test administration and the testing materials. The test administrator must be a licensed school employee.

**BEFORE THE TEST:**

- \_\_\_\_\_ Make sure you are **NOT** administering or proctoring a test in which you are the student's teacher of record or teach the program area being tested.
- \_\_\_\_\_ Attend the test administration refresher training at your school and discuss any questions that you may have.
- \_\_\_\_\_ Read all directions for test administration in this manual and any additional handouts used in the test administration refresher training.
- \_\_\_\_\_ Know your school's procedures for emergencies, such as unscheduled fire drills or a student getting sick during testing.
- \_\_\_\_\_ Check the test room and cover or remove any posters or materials on the walls and/or desks that might provide instruction or assistance to students. For details or further direction, see your school test coordinator who will refer to the *Nevada Department of Education Test Security Procedures*
- \_\_\_\_\_ Obtain student rosters, sign-in sheets, and Test Tickets from your school test coordinator who will verify student eligibility prior to testing.
- \_\_\_\_\_ Obtain any necessary accommodation information for IEP, EL (English Learner) or Section 504 from your school test coordinator.
- \_\_\_\_\_ Ensure, on the day of the test, that you have all necessary materials for test administration: this administration manual, pencils, blank (lined or unlined) scratch paper, student rosters, sign-in sheets, and Test Tickets.
- \_\_\_\_\_ Check student ID against the class roster and sign-in sheets during student check-in and obtain student signatures.
- \_\_\_\_\_ Electronic devices are strictly prohibited unless a student has an accommodation plan approved by NDE that allows a specific permissible device.
- \_\_\_\_\_ No personal belongings are to be on desks or table tops. Whenever possible, have students store backpacks in the front of the testing room.

**DURING THE TEST:**

- \_\_\_\_\_ Post a “Testing” sign on your classroom door.
  - \_\_\_\_\_ Follow the script in this test administration manual **VERBATIM**.
  - \_\_\_\_\_ Provide accommodations as outlined in student IEP, EL (English Learner), or Section 504 Testing Accommodation Plans per your school test coordinator.
  - \_\_\_\_\_ Students must **NOT** be left unattended in the test room and with test materials.
  - \_\_\_\_\_ Students may not receive any assistance from anyone, or use any other materials beyond those specified in this manual. No dictionaries, reference materials, or other instructional aids are allowed.
  - \_\_\_\_\_ Walk the room and actively monitor students during testing.
  - \_\_\_\_\_ Ensure that students do not open another Web browser or any other computer programs during testing.
  - \_\_\_\_\_ Document any unusual conditions or situations that may affect students’ scores.
  - \_\_\_\_\_ Report breaches of security.
  - \_\_\_\_\_ Be aware of elapsed time for the test administration and remind students as appropriate.
  - \_\_\_\_\_ **DISCLOSURE OF TEST CONTENT IS STRICTLY PROHIBITED. DO NOT** discuss, read, review, copy, reproduce, and/or take notes on the exam questions or student responses.
  - \_\_\_\_\_ If an IT issue occurs: First, the student must **STOP** taking the assessment. Second, contact the test coordinator. Third, the Test Coordinator must contact CTECS immediately for technical support.
- If a technical issue occurs, and the assessment is completed and submitted for grading, the score will stand.**

**AFTER THE TEST:**

- \_\_\_\_\_ Collect and log in all sign-in materials. Students are to leave the room with only their personal belongings.
- \_\_\_\_\_ Follow your school's procedures for sorting test materials and return them to your school test coordinator as soon as possible but no later than the end of the school day. All documents are secure and must not be left unsecured once collected from the students.
- \_\_\_\_\_ Report any test irregularities **IMMEDIATELY** to your school test coordinator.
- \_\_\_\_\_ Student responses are never to be copied.
- \_\_\_\_\_ Students are allowed to view and print test results (summary page) if resources are available.

## ADMINISTRATION PROCEDURES

This manual contains a description of the procedures to be used when administering the *Nevada CTE End-of-Program Technical Assessments* and the *Nevada Workplace Readiness Skills Assessment* along with detailed instructions to be read to students. Read and understand these instructions thoroughly before administering the test.

### TESTING MATERIALS

Only the following materials are allowed for the CTE End-of-Program Technical Assessments and the Workplace Readiness Skills Assessment:

- This *Test Administrator Manual*
- A computer for each student
- Login information – Test Ticket for each student
- A supply of pencils with erasers
- Scratch paper (blank on both sides, lined or unlined)

### TEST SECURITY

All testing personnel are bound by testing procedures and test security measures as outlined in the *Nevada Department of Education Test Security Procedures*. The principal of each school is responsible for providing complete training annually in test security and test administration for all school personnel. The training session held before testing should review these instructions, test security, and individual responsibilities, such as distributing and collecting materials and checking to make certain that each student is working on the appropriate part of the test.

Nevada statutes specifically prohibit the disclosure of the content of examinations used in the Nevada Proficiency Examination Program except when required in specific circumstances. School officials, including test administrators and proctors, are not authorized to look at the test contents or make notes or copies of any test items.

## PLANNING AND ADMINISTRATION

Because testing environments can affect student scores, the following guidelines are provided for planning favorable testing environments.

Students are not allowed to talk with each other nor anyone else about the test(s).

**Students with special needs (IEP, EL (English Learner), and Section 504) may qualify for the use of accommodations during testing. Your school test coordinator will provide you with a list of those students and the accommodations. Consult your school test coordinator with concerns.**

***Size of Testing Sessions:*** Districts may decide the sizes of testing sessions, but smaller testing sessions (approximately 25-30 students) provide better testing conditions.

***The Room:*** A room that is free from distractions and has adequate light, ventilation, and heating or air conditioning provides the most supportive conditions for students.

***Seating:*** Seating must be arranged to minimize the possibility of students communicating with each other either verbally or visually. Each student should be provided with ample (lined or unlined) scratch paper, pencil, and a computer station.

***When to Test:*** The NDE, CTE Office will provide a testing window when students will be able to test. It is not recommended for students to take multiple exams in a single testing session. *Taking the same assessment twice during a testing window would be a cause for test score invalidation.*

***Personnel:*** The examination must be administered by one licensed test administrator in each testing room, with the help of as many proctors as necessary, depending upon the size of the testing center. If the test is being administered in large groups, **at least** one proctor should be provided for every group of 25-30 students. The proctor cannot be the student's teacher of record or teach the program area of study for the exam being administered.

Test administrators and test proctors must circulate throughout the testing area while students are testing to make certain that students are completing the test as directed.

***Helping Students:*** All test administrators and proctors must maintain an impartial and professional attitude; in no case may students be given help with the test. Testing procedures should be made clear. If a student should ask a question about the test content or the choice of a response, permissible replies include: "Follow the instructions that you were given" and "Do your best."

***Cheating:*** Any instances of cheating should be handled in the least disruptive manner consistent with district and school policies. Exams are to be terminated for students who cheat and the NDE, CTE Office must be notified. Students who cheat will receive a failing score, and be referred to the district test director for further appropriate action. All instances of cheating require submission of a Report of Test Irregularity.

***No Electronic Devices:*** Students are not to wear headphones while taking the tests, nor are they allowed to have pagers, cell phones, PDAs, or any other electronic device on the desk or accessible during the testing. Exceptions are made for IEP, EL (English Learner) and Section 504 students under very specific, permissible circumstances. See your school test coordinator for direction.

***Students Who Finish Early:*** Prior to testing, advise students to bring books or other reading materials to occupy their time if they finish early. These materials should not be on student desks while they are taking tests. Items for use after the examination are to be stored away from the student work area and not accessible until testing materials have been logged-in and test completion verified by the test administrator.

***No Books, Dictionaries, Thesauruses, Notes, or Other Aids:*** No reference aids and materials may be accessible to students during the *CTE End-of-Program Technical Assessments* and *Workplace Readiness Skills Assessment*.

## SUGGESTED TESTING TIMES

Students will have a 60-minute testing window. Additional time may only be granted for students with an IEP, EL (English Learner) or Section 504 plan in place. The NDE, CTE Office uses information from the district verified Pre-ID file to identify students who need extra time.

Each assessment **must be** completed during a single uninterrupted testing session, and students **must not** be given an opportunity to interact with their peers or to receive outside help prior to completing the test.



**CTE ASSESSMENT INSTRUCTIONS**

All students in completion level CTE courses will take a CTE End-of-Program Technical Assessment (as they become available), and the Workplace Readiness Skills Assessment. All students should sign-in based on your school's testing identification/verification processes. Have students sit at a computer station with their ID. Test Administrators or Proctors should confirm Test Tickets with the identity of students when handed out.

When all students are quietly seated at their computer station with pencils, erasers, and scratch paper (lined or unlined, both sides blank):

**SAY:** *As you know, you are here to take the:*

- *CTE End-of-Program Technical Assessment in \_\_\_\_\_.*
- OR*
- *Workplace Readiness Skills Assessment.*

*If you have any questions as we go through the instructions, please raise your hand.*

**SAY:** *During the exam there are a few items we need to cover to help your testing experience be smooth. Please listen carefully.*

- *Remember to click the "Save Answer" button after answering a question.*
- *If you want to go back to a question at the end of the test, remember to mark the box labeled "Mark Item for Review." These questions will be highlighted in blue in the summary page at the end of the exam.*
- *When you have completed the exam a screen will show all the questions and the answers you plan to submit. Review the summary and look for any questions in red, those are the questions you have not yet answered.*
- *You can increase the font and picture size by using CTRL +, to make the font and picture size smaller use CTRL -.*

*I will now pass out the Test Tickets. DO NOT log in until you are told to do so.*

Pass out the Test Tickets and confirm student IDs.

**SAY:** *You should have a Test Ticket, scratch paper, and a pencil on your desk; there should not be any other materials on your work station. Is anyone missing their Test Ticket, scratch paper, or a pencil?*

Ensure that all students have the necessary testing items.

SAY: *There are 100 questions and you will have 60 minutes to complete this exam. There is a timer on your screen which will tell you how much time is left. When the timer is up, your exam will be automatically submitted.*

*If you finish this test early and have reviewed your answers, you can submit your test by clicking the "Submit for Grading" button.*

*Once you have submitted your test, and you would like to read, raise your hand, and I will pick up your test materials and confirm that you have submitted the test on the computer.*

*After I have collected your test materials, you may read any materials you have brought with you. However, due to test security, please do not talk and disturb others.*

*Are there any questions?*

Answer any questions; then:

SAY: *You may login and begin your exam.*

Approximate Start Time: \_\_\_\_\_ Approximate Stop Time: \_\_\_\_\_

## APPENDIX A

## E-SESS Test – Student Log In and Navigation Instructions

## Test Ticket

Below is a sample Test Ticket. Each row on the ticket will be used to access the online test. The most critical row is the Site URL. This needs to be typed into the address bar of the Web browser and will take you to the testing site.

Site URL:	www.techfluency.org/esess
Org. Name:	Nevada CTE
First Name:	Battle
Last Name:	Born
Password:	State
Assessment:	Workplace Readiness Skills

Web address typed  
in by students to  
access the test.

## Log In

Below there is a screen shot of the test log in page. Students will type in the information given on their Test Tickets here. The information is not case sensitive. Do not let students change their name, it may invalidate their scores.

**Participant Guide**  
A visual orientation to the participant assessment interface.

**Log In**

Organization:   
First Name:   
Last Name:   
Password:

**Log In Information**  
All information is required. Fields are not case sensitive.

**Problems Logging In?**  
If you were given information to log in that does not match what you are being asked for [Click here for assistance](#)

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By honoring our copyright, you enable us to invest in research for education

1. **Participant Guide:** This link will open the Participant Guide.
2. **Organization:** This information should be provided to you by your test coordinator. Include spaces where applicable.
3. **First Name:** Type the student's first name as it was provided to them on their Test Ticket.
4. **Last Name:** Type the student's last name as it was provided to them on their Test Ticket.
5. **Password:** Type the student's password as it was provided to them on their Test Ticket.
6. **Log In:** Click this button to proceed after students have entered all the necessary information described above.
7. **Problem:** Click this link if this page does not look appropriate for your organization.

**Sample Assessment Item**

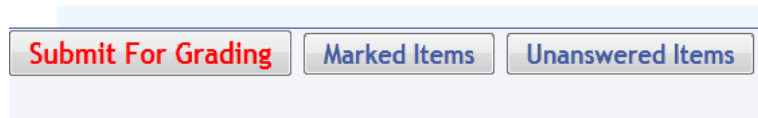
This is an example of an assessment item. After students click the Begin button on the Program Menu, they will see a screen similar to this one.

The screenshot shows a digital assessment interface. At the top, it displays 'Time remaining: 00:48:19' on the left, two buttons labeled 'Close Assessment' and 'Calculator' in the center, and '11/20' on the right. Below this header is a large white area for the question. It starts with a checkbox labeled 'Mark the item below for review'. Underneath, it says 'Chosen Answer: None' in red text. The question itself is '11)  $1 + 2 * 4 + 8 * 2 =$ '. Below the question are four radio button options: 48, 49, 25, and 41. At the bottom of the interface is a navigation bar containing a 'Save Answer' button on the left, and a group of buttons on the right: 'Previous', 'Go to # 11' (with a dropdown arrow), 'Next', and 'Review'.

1. **Time Remaining:** The test is timed; the time remaining will be displayed here and run down to 0.
2. **Close Assessment:** This button closes the assessment screen and returns you to the Program Menu.
3. **Calculator:** If the calculator is available in the assessment, click this button to gain access to a basic 4-function calculator.
4. **Item Count:** This displays the current item number and the total number of items on the test.
5. **Mark for Review:** Use this check box if students wish to mark the item for review. If they do so, the item will be highlighted in blue on the Review Assessment page. Students may mark as many items as they like for review. Items may be answered or left blank when marked for review. It is a visual reminder only. It does not affect the assessment.
6. **Answer Area:** If the item has not been answered yet, red text will indicate this. The item on the screen in this example is a multiple-choice question. Students will choose the most appropriate answer from the list by clicking the small circle beside their choice. Students may choose only one answer. Students can change their answer selection by clicking a different circle.
7. **Save your answer:** The Save Answer button will bring up either the next item or the review page.
8. **Navigation:** The navigation buttons allow students to move throughout the test.
  - **Previous:** This button will take students to the previous item unless they are already at the beginning of the assessment.
  - **Go to #:** Clicking on the list of item numbers will take students directly to the selected item.
  - **Next:** This button will take students to the next item or the review page if they have reached the end of the assessment.
  - **Review:** This button takes students to the review page, which will display all questions on the page at once.

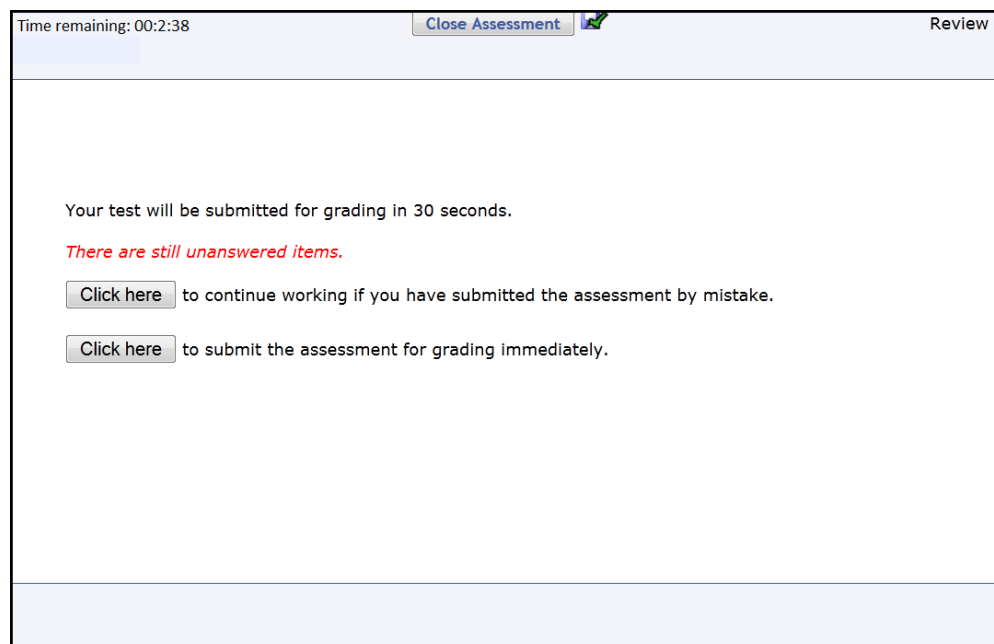
## Review Assessment

After students have answered all the items or if they click the “Review” button, students will see the Review Assessment page. This page displays all of their chosen answers and lists the items vertically so that they can scroll down to check each answer. Once students have checked all answers, click on the Submit For Grading button shown below.



Clicking this button will submit the assessment for grading and lock students out of the assessment. Do not have students click this button until they are satisfied with all of their answers.

After students click Submit For Grading, they will see the Assessment Submission page. It gives them an opportunity to continue working or to finalize the submission.



1. **Time Remaining:** The test is timed; the time remaining will be displayed here and run down to 0.
2. **Close Assessment:** This button closes the assessment screen and returns students to the Program Menu.
3. **Submission Text:** Text will describe what is happening. This example explains that the assessment will be submitted in 30 seconds if students take no action. It also states that some items have not been answered yet.
4. **Continue Working:** Clicking this button takes students back into the assessment and allows them to continue working.
5. **Submit Immediately:** Clicking this button locks students out of the assessment and will bring up any conclusion text, such as the score, if available.

**APPENDIX B****IT TIPS AND SOLUTIONS**

Below are some problems you might experience during online testing. Please check this list to the best of your abilities before proceeding. If this does not appear to be the problem, then escalate the problem appropriately. If you have to escalate the problem, please have the following information available: Browser name and version (such as Internet Explorer 9), what time the problem began, and if it is still currently going on. Is your lab running on wireless or are the computers physically connected to the network?

- 1) The test will not load at all. The student clicks the Begin button but the page never opens.
  - a. Close all open browser windows (even any minimized ones). Try again. It is possible for the test to already be open and just be minimized or for an open window to prevent the test from opening.
- 2) When the student clicks the Begin button, the test opens, but just says “Loading, please wait...”
  - a. Do not wait for more than 10-15 seconds. Close the window and click Begin again. If the same thing happens more than three times, there is likely a more severe problem than just a slow connection. Leave the screen open and contact the appropriate person and tell them what is on the screen. Have the student’s login information ready in addition to other information.
- 3) The student was taking the test, but now has a message on the screen that says “Please wait while your test is being loaded. The connection to the server has slowed or stopped....” They cannot proceed.
  - a. If this message stays on the screen for more than 10-15 seconds, close the window and click the Begin button again. If this happens more than three times, contact the appropriate person. Have the student’s login information ready in addition to other information.
- 4) The test is going really slowly. Each question takes more than 10 seconds to load.
  - a. Ask the student if they are comfortable working from the Review page. The Review page shows all questions at once, so they do not have to wait for the page to load each question separately. If multiple students experience this problem, there is likely a connection issue with the server. Run the test available at this link: <http://speedtest.net>. The test should take less than one minute. The test should show three numbers near the top of the page when it is done. Ping should be less than 100 ms. Download speed should be more than 3 Mbps. Upload speed should be more than 3 Mbps. If the download and upload are either below three or above ten, run the test two or three more times to get an average. If it remains slow, contact the appropriate person with the numbers available.

**WARNING:** These numbers are NOT definitive. They do not mean your connection is either unusable or perfect. They are just a tool to help look for a possible problem.

- 5) The student’s test is closed, but they did not print their report (or the printout is bad).
  - a. The administrator can print the student’s results from the E-SESS system.